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2. INTERIOR DESIGN STAFF

a. The Interior Design Staff arranged the following shows in the FAC Exhibit Hall, Headquarters: The Revolution Graphically Illustrated, Iranian Posters 1979-81; Employee Art Exhibit; Egg Decorating Traditions; Design Contest Entries, Fitness Jogging Tunnel; Directorate of Science and Technology Silver Anniversary; American History as Seen Through the Medium of Pewter; Bicentennial of the American Constitution; Employee Photography Show; A New Constellation, The Origin and Development of the Flag of the United States; and 40 Years, Images of the CIA.

b. The Auditorium lower lobby was upgraded to include display of Langley area, Civil War historical material, new furniture, better lighting, cloak storage, color accents, new flooring and upgraded restrooms.

c. The Interior Design Staff with the Office of Medical Services conducted a mural design contest to brighten the Headquarters indoor jogging track area and coordinated transfer of the first place design onto the track walls.

d. The Fine Art Commission selected the GSA Art in Architecture program to coordinate the expenditure of \$400,000 to American artists for public area art projects in the Headquarters expansion.

e. A bronze plaque honoring personnel from Civil Air Transport, Air America, Air Asia and Southern Air Transport who died in service in Asia was ordered for placement in the Headquarters concourse.

f. Standards for styles, sizes and finishes of furniture Headquarters expansion workstations were identified, specified and published as "Typical Workstation Configurations", available to future occupants.

g. FMD arranged for a significantly improved appearance of the Headquarters Center and North Cafeteria Courtyards with the addition of junipers, azaleas, and perennial and annual ground covers and flowers.

h. In FY-87 the Interior Design Staff recorded the following:

Form 88s reviewed, edited and approved:	2084
Door sign message revisions:	727
Acoustic screen and modular furniture orders processed:	
CorryHiebert	4069 workstations \$3949,865.52
Pleion	238 enclosures \$466,503.12

3. EXECUTIVE DINING ROOM

a. A new computer system, (IBM PC stand alone), researched, analyze and purchased to update the present CMS system that is at peak capacity. The DEDR will have unlimited space for the accounts payable, receivable, membership, bill printing and all other related DEDR business.

b. Statistics Attached.

4. CONFIGURATION MANAGEMENT STAFF

a. The Configuration Management Staff activities during FY 1987 principally consisted of developing three new facility baselines in addition to maintaining and updating the four existing baselines of headquarters buildings and metropolitan area space. Accomplishments during FY 87 are:

Prepared a draft of New Headquarters Building Facility Baseline Document (H50004) and distributed them to FMB members for inputs and approval.

25X1 Collected basic data and prepared a draft of the facility baseline for [REDACTED]

25X1 Collected basic data and prepared preliminary draft of facility baseline for [REDACTED]

Added data sheets and illustrative graphics for three new buildings into Agency Space Allocation Document H80001. Also provided basic data for the preparation of the special limited publication of the Agency facilities Summary.

Monitored Logistics Work Requests (form 2620) to assure that renovations to controlled areas were made with CM procedures and to identify projects needing RFCs.

Provided support in the form of minutes and agendas to the Integrated Logistics Support Plan (ILSP) Working Group.

Prepared and conducted a hands-on Skills Workshop to twenty-four Logistics Officers about Configuration Management and its application at Headquarters.

Designed, tested and put into routine use on Wang Alliance Multiplan a Spreadsheet Data Base of the Agency Space Allocation Document tables. This capability allows rapid and accurate changes to be made in the documentation.

During this fiscal year, the CM staff has become proficient and routinely use the IBM PC/ATs in various CM and ILSP work.

CONFIGURATION MANAGEMENT STAFF CONTINUED.

b. During fiscal year 1987 the Facilities Management Board (FMB) handled proposed uncontested space changes to controlled documentation; consequently convening of the HMB was not required.

c. The FMB was required to meet six times during FY 1987, with a total of twenty-three RFCs being reviewed by the Board and subsequent approval of twenty-two RFCs. One RFC dealing with a proposed space reallocation was withdrawn by the originator after discussion by the Board. Twelve of the RFCs approved dealt with changes to the Agency Space Allocation Document (H80001) and ten consisted in changes to the published Facility Baseline Documents mostly to record renovations and in some cases to introduce new facilities to the Headquarters Site, such as the Visitor Control Center, and the Escort Trailer.

25X1 d. C/CMS supported efforts to respond to HAC and other
25X1 congressional investigations of the Agency space needs vis-a-vis
Reston and the NHB. Space reallocations at [redacted] OHB,
Key, Ames, [redacted] were developed. A reallocation of
25X1 NHB space was studied and presented to senior management. In
addition the feasibility of consolidating the Applicant Processing
Center [redacted] was investigated and discussed with Deputy
Directors of OS, OMS and OP.

e. During this fiscal year the cafeteria expansion project was started and brought to the final design stage of development. The A&E firm was selected in January. Programming and Master Planning, including budgets and schedules, was completed in May and approved in June. Final designs were begun in August after protracted fee negotiations. The final designs will develop 5 construction packages. The first will be ready to bid in February 1988. The others will be completed in July 1988 and in December 1988.

5. HEADQUARTERS CONSOLIDATION STAFF

- a. Establishment of OHB Space Requirements.
- b. Total resolution of OHB Space based upon equitability.
- c. Program Budget established and approved by EXCOM.
- d. Master Plan for project currently at the 50% submittal (to be completed in Mid-November)
- e. Preparations underway for moving OIA into OHB.
- f. Construction contract awarded for upgrading capacity of "D" Vault.
- g. Asbestos survey of OHB 95% complete.
- h. Design underway for an upgraded OHB Electrical Grounding System and for new Medium Voltage Distribution Center.
- i. Contract awarded for testing and evaluation of existing OHB Perimeter Induction Units.

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S E C R E T

6. FACILITIES MANAGEMENT DIVISION CEREMONIAL SUPPORT

<u>DATE</u>	<u>CEREMONY</u>
3 April 1986	Council of American Ambassadors
8-9 April 1986	American Institute of Aeronautics and Astronautics (AIAA) Symposium
2 June 1986	Fighting Sixty-Ninth Regiment: Donovan in WW 1.
4 June 1986	Senator Goldwater
19 February 1987	25th Anniversary for DDS&T
28 March 1987	Annual Retiree Credit Union Meeting
26 May 1987	DCI Swearing-in Ceremony
27 May 1987	Memorial Ceremony for Employees of CIA
30-31 May 1987	OSWR/American Institute of Aeronautics and Astronautics (AIAA) Symposium
2 June 1987	Casey Memorial Ceremony
4 July 1987	Whitney Phipps Concert
30 September 1987	40th Anniversary Ceremony.

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8. FACILITIES MANAGEMENT DIVISION OPERATIONS SUMMARY

- a. Renovated site for new Cray computer, NHB.
- b. Completed renovations in rooms 1D90 and 1F19 for OS to install alarms in NHB by 1/1/88.
- c. Initiated influence to get GSA to fund and schedule first floor roof repairs for FY88; construction scheduled to start March 1988.
- d. Assisted NBPO in ongoing repairs to south-side chilled water line.
- e. Renovated second and third floor computer rooms, NHB, for OIT.
- f. Installed 480 volt switchgear in P&PD.
- g. Renovated the north and south B/B rooms for OIT.
- h. Replaced the Teledyne UPS with Pillar UPS in rooms GJ10-20.
- i. Replaced heating coils i major HVAC units, OHB.
- j. Prepared scope of work for A-E contract to survey compound, install markers, design for jogging track and fence, and manage construction of jogging track and fence.
- k. Replaced UPS batteries to support the new Pillar UPS.
- l. Develop pilot O&M program for Central Plant
- m. Completed major study of Central Plant
- n. Completed study of OHB HVAC systems
- o. Provided technical support to HCS
- p. Completed A&E standards for OHB
- q. Surveyed and documented OHB fire alarm systems
- r. Replaced 1000 KVA with Teledyne UPS system
- s. Tracking of chilled water usage.